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3 January 1962

MEMORANDUM FOR: [REDACTED]

(Dec 61)

SUBJECT : Report of Cable Secretariat Operations for
the Year 1961

1. CABLES PROCESSED

a. During the calendar year 1961 the Cable Secretariat reproduced and disseminated 192,146 CIA IN cables, 71,927 CIA OUT cables and 14,814 TD's for a total of 278,887 items. This is an average of 16,012 IN cables, 5,993 OUT cables and 1,234 TD's per month. In addition, the Cable Secretariat processed 10,732 work units in the category of requests for additional dissemination, action changes, etc., making a total workload of 289,619 work items. This is 51,903 or 22% more than the calendar year 1960. The Director was furnished 19,632 cables or 18% more than 1960.

b. Non-CIA cables totaled 184,466; an increase of 17,919 or 10% more than in 1960. This is an average of 15,372 items per month.

c. The combined work units of CIA and non-CIA cables, including miscellaneous and service requests, totaled 474,085 for the year.

2. PERSONNEL

a. At the close of 1961 the Cable Secretariat had an on duty strength of [REDACTED] persons against a ceiling of [REDACTED] persons. On the basis of our ceiling strength of [REDACTED] persons we are 4 persons short. Four persons short is too many in order to still do our job well and without undue strain, and we are building our strength up to ceiling to meet the workload.

b. During the year we lost 8 persons: one cable analyst, 2 clerk typists, 1 secretary-steno and 4 mail and file clerks. One cable analyst, 1 secretary-steno, 2 mail and file clerks and 2 clerk typists transferred to other components of the agency. Two mail and file clerks were returned to military duty. Offsetting our losses we gained 11 persons: one secretary-steno, 5 clerk typists and 5 mail and file clerks. This year we lost 3 persons less than last year and gained 11 which is 2 more than in 1960. All of our losses except one were in clerical positions.

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3. TRAINING PROGRAM

a. Agency training facilities appropriate for our personnel accounted for 14 Cable Secretariat personnel having attended one or more training courses during the year. Six persons (3 from Office of Communications) have completed internal Cable Secretariat training courses developed by the Cable Secretary and approved by the Office of Training. Our courses are designed to qualify the individuals for positions of higher responsibility in the Cable Secretariat. Normal on-the-job training given to new personnel is not included in the above figures.

b. The Cable Secretariat plans to send approximately the same number of persons to training as it did last year. We are continually looking for courses appropriate for our personnel.

4. GENERAL

a. On 22 January 1961 the Cable Secretariat assumed responsibility for the dissemination of non-CIA cables. This was the result of the Managements Staffs study which concluded that the Cable Secretariat could disseminate non-CIA cables to the DDP faster than the present system.

b. In April 1961 arrangements were made to transfer the Department of State Dispatch WEEKAS and Bi-weekly Economic Reviews to its Documents Division, Office of Central Reference. The non-CIA Cable Branch will handle only the electrically transmitted WEEKAS. We proposed in a memorandum to Mr. Paul Borel, AD/CR that OCR assume responsibility for processing State Airgrams (non-electrical messages) on the basis that our mission provided for our processing messages sent by electrical means as distinguished from correspondence sent by dispatch or pouch. The details of this proposal were agreed to late in December. The transfer is to become effective the second week of January 1962.

c. The reproduction of non-CIA cables is now being done by a multilith operator. The reproduction was previously done by Thermofax. This was costly and we believe that by using the multilith to reproduce cables we have reduced cost substantially.

d. In July 1961 the non-CIA Cable Branch started a new procedure for handling S/S cables. The OCI and DDP distribution now appears on a single file copy. By this and other means we have reduced the work on the part of the OCI Registry by an average of 69 man hours per month.

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e. We began to prepare and furnish to the Director, D/DCI, DDP and COP books of cables together with summary pages of the tabled contents. Similar books of non-CIA cables are prepared and furnished to these same officials and also to Mr. Amory.

f. We have started a midnight shift for the processing of non-CIA cables in order to expedite them.

g. In view of the current increase in both types of cables, (non-CIA up 10% and CIA up 22%) it is not inconceivable that we may need to augment our staff. I shall certainly strive to prevent that, but clearly we cannot continue to process more and still more cables without at some stage reaching the saturation point. We are continuing to seek more economical ways to do the job and when we do get together in the new building we hope the job will be easier. We will then have available the entire resources of the office in one location, a situation which has not yet existed.

h. The non-CIA Cable Branch of the Cable Secretariat moved to Langley in September 1961 and is now operating Monday through Friday from 0001 to 1700 hours and from 0730 to 1400 hours on Saturday.

5. CABLE SECRETARIAT CAREER SERVICE

The CSCP met 12 times during the year for the transaction of personnel career business involving 112 persons. Individual career programs were drafted for all personnel on duty six months or more. A statistical summary of Panel operations follows:

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| 1. Promotions recommended: | 12 | 25X1A |
| 2. Promotions denied: | ■ | |
| 3. Fitness reports reviewed: | ■ | 25X1A |
| 4. Transfers and resignations reviewed: | ■ | 25X1A |
| 5. Career considerations other than promotions: | ■ | 25X1A |

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Cable Secretary

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